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**NAAC ACREDITATION: 'A' GRADE**  
**BEST COLLEGE AWARD BY THE UNIVERSITY OF MUMBAI**

***BACHELOR OF COMMERCE***  
***(BCOM – FINANCIAL MARKETS)***

**Three Year Integrated**  
**Programme-Six Semesters**  
***Course Structure***

**(Credit Based Semester and Grading System)**

**(Year of Implementation:2021-2022)**

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**Bachelor of Commerce( Financial Markets) (BFM)**

**Programme**  
**Under Choice Based Credit, Grading and Semester**  
**System Course Structure**

**FYBFM**

*(To be implemented from Academic Year- 2021-2022)*

Programme Code : 2C00251			Programme Code : 2C00252		
( FINANCIAL MARKETS )					
Course Code	Semester I	Credits	Course Code	Semester II	Credits
UFMFSI.1	Financial Accounting- I	3	UFMFSII.1	Financial Accounting – II	3
UFMFSI.2	Introduction to Financial System	3	UFMFSII.2	Principles of Management	3
UFMFSI.3	Business Mathematics	3	UFMFSII.3	Business Statistics	3
UFMFSI.4	Business Communication -I	3	UFMFSII.4	Business Communication - II	3
UFMFSI.5.1	Foundation Course I	2	UFMFSII.5.1	Foundation Course II	2
UFMFSI.6	Business Environment	3	UFMFSII.6	Environmental Studies	3
UFMFSI.7	Business Economics – I	3	UFMFSII.7	Computer Skills – I	3
<b>Total Credits</b>		<b>20</b>	<b>Total Credits</b>		<b>20</b>



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**SYBFM**

Programme Code : 2C00253			Programme Code : 2C00254		
( FINANCIAL MARKETS )					
Course Code	Semester III	Credits	Course Code	Semester IV	Credits
UFMFSIII.1	Debt Markets- I	3	UFMFSIV.1	Debt Markets – II	3
UFMFSIII.2	Equity Markets - I	3	UFMFSIV.2	Equity Markets – II	3
UFMFSIII.4	Portfolio Management	3	UFMFSIV.4	Merchant Banking	3
UFMFSIII.6	Business Law - I	3	UFMFSIV.6	Business Law-II	3
UFMFSIII.7.1	Foundation Course in Financial Market (Money Market)	2	UFMFSIV.71	Foundation Course In Financial Market (Foreign Exchange Market)	2
UFMFSIII.8	Management Accounting	3	UFMFSIV.8	Corporate Finance	3
UFMFSIII.9	Computer Skills II	3	UFMFSIV.9	Business Economics-II	3
<b>Total Credits</b>		<b>20</b>	<b>Total Credits</b>		<b>20</b>



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**TYBFM**

Programme Code : 2C00255			Programme Code : 2C00256		
( FINANCIAL MARKETS )					
Course Code	Semester V	Credits	Course Code	Semester VI	Credits
UFMFSV.1	Financial Derivatives	3	UFMFSVI.1	Risk Management	3
UFMFSV.2	Business Ethics and Corporate Governance	3	UFMFSVI.2	Venture Capital and Private Equity	3
UFMFSV.3	Marketing in Financial Service	3	UFMFSVI.3	Mutual Fund Management	3
UFMFSV.4	Technical Analysis	3	UFMFSVI.4	Organisational behaviour	3
UFMFSV.5	Corporate Accounting	4	UFMFSVI.7	Corporate Restructuring	4
UFMFSV.8	Business Valuation	4	UFMFSVI.8	Project Work	4
<b>Total Credits</b>		<b>20</b>	<b>Total Credits</b>		<b>20</b>

✓ **Note:** Project work is considered as a special course involving application of knowledge in solving/analyzing/exploring a real life situation/ difficult problem. Project work would be of 04 credits. A project work may be undertaken in any area of Elective Courses/ study area selected



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**Bachelor of Commerce-(Financial Markets) is a 3 years programme. It includes 6 semesters and covers core areas of Accounting, Financial System, Different types of Markets**

**B.Com (Financial Markets) Programme**

Bachelor of Financial Markets (BFM) is a three-year comprehensive undergraduate program which covers all the different aspects of financial markets. It takes into focus a deep analysis and study of financial markets, basics of trading and its regulation, market forces, demand and supply which are an essential part of finance in any organization.

Candidates who pursue the programme are provided training with the help of presentations, interactions with industry personnel, industrial projects, case studies, workshops etc. They are equipped to understand the risks, money, economics as well as legal parameters of a financial market in depth. The course aims to provide hands-on experience in the functioning of the Industry.

**Program Objectives**

- To provide adequate understanding about Financial Markets to the learners and to give an adequate exposure to operational environment in the field of Equity market, Debt market, commodities market.
- To create an additional avenue of self-employment and also to benefit the industry by providing them with suitable trained persons in the field of Finance.
- To train learners to become the next generation Finance professionals by providing them a platform and access to the latest Industry knowledge.
- To create a good foundation for learners who aspire to pursue further professional qualifications such as MBA (Finance), C.A.; CFA; FRM, Actuarial Science etc.
- To instill core human values by ensuring holistic development of the learner.
- After completing the Bachelor of Commerce in Financial Markets programme, students would gain a through grounding in the fundamentals of Commerce, Accountancy and Finance.
- The financial Markets focused curriculum offers a number of specializations and practical exposures which would equip the student to face the modern-day challenges in commerce, finance and business.



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The all-inclusive outlook of the programme offers a number of value based and job oriented courses which ensures that students are suitably trained for the finance & business world.

### **Program Outcome (PSO)**

At the end of the programme, the graduates will :

PSO-1: Have acquire the required knowledge of statutory requirements for smooth running of any business organization.

PSO - 2: Be able to analyze social, cultural, global, ethical and environmental issues and evaluate one's responsibility towards resolving it.

PSO - 3: Be able to design and develop progressive affective domain of values, the role of Market trader towards society and business.

POS-4: Be able to investigate the problems in effective communication and decision making with respective to its stakeholders.

POS-5: Have developed into a responsible professional capable to adopting the legal protocols and practice code of conducts.

POS-6 Be able to create select and apply appropriate techniques, resources and modern statistical tools while performing his or her task in business organization.

POS-7 Have Understood the impact of professional financial Market solutions in societal and environmental contexts, and demonstrate the knowledge of and for sustainable development.

POS-8 Be able to apply ethical principles and commit to professional ethics and responsibilities and norms of the Market trader.

POS-9 Be able to function effectively both as an individual and as a member or leader in teams, and in multi - disciplinary settings.

POS-10 Be able to communicate effectively with the finance professional community and society at large. Be able to comprehend and write effective reports be able to maintain proper documentation. Make effective presentations, and give and receive clear instructions.

POS- 11 Be able to Demonstrate knowledge and understanding of management principles and apply these to one's own work, as a member and leader in a team. Manage project in multidisciplinary environments.

POS- 12 Be able to have proficiency to appear for Professional examinations and other courses, and be able to engage in independent and Life Long Learning in the broadest context of technological change.



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**BEST COLLEGE AWARD**

***BACHELOR OF COMMERCE***  
***(B. COM-Financial Markets)***

***(First Year: Semester I and II)***

***REVISED SYLLABUS***  
***AND***  
***QUESTION PAPER PATTERN***

**(Credit Based Semester and Grading System)**

***(Year of Implementation:2021-2022)***



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**F.Y.B.Com.(Financial Markets)**

Programme Code : 2C00251			Programme Code : 2C00252		
( FINANCIAL MARKETS )					
Course Code	Semester I	Credits	Course Code	Semester II	Credits
UFMFSI.1	Financial Accounting- I	3	UFMFSII.1	Financial Accounting – II	3
UFMFSI.2	Introduction to Financial System	3	UFMFSII.2	Principles of Management	3
UFMFSI.3	Business Mathematics	3	UFMFSII.3	Business Statistics	3
UFMFSI.4	Business Communication -I	3	UFMFSII.4	Business Communication - II	3
UFMFSI.5.1	Foundation Course I	2	UFMFSII.5.1	Foundation Course II	2
UFMFSI.6	Business Environment	3	UFMFSII.6	Environmental Studies	3
UFMFSI.7	Business Economics – I	3	UFMFSII.7	Computer Skills – I	3
<b>Total Credits</b>		<b>20</b>	<b>Total Credits</b>		<b>20</b>

**Note :**

*First year Syllabus has been Revised in the Academic year 2021-2022 however second and third year syllabus will be revised in 2022-2023 and 2023-2024 respectively.*





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## Semester I

No. of Courses	Semester I	Credits
<b>1</b>	<b><i>Elective Courses (EC)</i></b>	
1	Financial Accounting - I	<b>03</b>
2	Introduction to Financial Systems	<b>03</b>
3	Business Mathematics	<b>03</b>
<b>2</b>	<b><i>Ability Enhancement Courses (AEC)</i></b>	
<b>2A</b>	<b><i>Ability Enhancement Compulsory Course (AECC)</i></b>	
4	Business Communication - I	<b>03</b>
<b>2B</b>	<b><i>*Skill Enhancement Courses (SEC)</i></b>	
5	Foundation Course - I	<b>02</b>
<b>3</b>	<b><i>Core Courses (CC)</i></b>	
6	Business Environment	<b>03</b>
7	Business Economics - I	<b>03</b>
	<b>Total Credits</b>	<b>20</b>



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**Elective Courses (EC)**

**Financial Accounting - I**

Sr. No.	Modules / Units	No. of lectures
1	<b>Nature and purpose of Accounting &amp; Books of Accounts</b> <b>Nature and Purpose of Accounting</b> : Meaning and scope of accounting; Need, development & Definition of Accounting, persons interest in Accounting disclosure, branches of accounting <b>BOOKS OF ACCOUNTS</b> Journals, Ledgers, Subsidiary books, Trail Balance, Financial Accounting Framework	15 Lectures
2	<b>Introductions to Financial statements</b> <b>Introductions to Financial statements:</b> Treatment of capital & Revenue Items of income and Expenditure. <b>Preparation of final Accounts :</b> Final Accounts of Sole Traders –Manufacturing Accounts ,Trading Profit & Loss Account and Balance Sheet.	15 Lectures
3	<b>SHARE &amp; DEBENTURE</b> <b>SHARE &amp; DEBENTURE :</b> Issue of shares & Debentures ; Types of shares & Debentures Accounting Treatments for issue of shares & Debentures with new market and SEBI rules.	15 Lectures
4	<b>Buy back of Equity shares</b> <b>Buy back of Equity shares :</b> Company Law/ Legal Provisions (including related restrictions ,power , transfer of capital redemption reserve account and prohibitions ) Compliance of conditions including sources, maximum limits and Debt Equity ratio.	15 Lectures



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**Elective Courses (EC)**

**Introduction to Financial Systems**

Sr. No.	Modules / Units	No. Of lectures
1	<b>Overview of Financial System</b>	15 Lectures
	<b>Overview of Financial System</b> An introduction to the financial system, Overview of financial system, Functions of a financial system, Evolution of financial systems (capital market oriented), Financial systems in India compared with those in developed nations and developing nations.	
2	<b>Financial Markets</b>	15 Lectures
	<b>Financial Markets</b> Capital markets, Money Markets, Foreign Exchange Market, Commodity Markets, Derivative Markets, Meaning, classification and structure.	
3	<b>Financial Regulators</b>	15 Lectures
	<b>Financial Regulators</b> Meaning and features of financial regulators, Role and functions of financial regulators, Kinds of financial regulators, markets regulated by each regulator	
4	<b>Financial Instruments</b>	15 Lectures
	<b>Financial Instruments</b> Meaning and classification of financial instruments (multiple ways of classifying financial instruments), Types of financial instruments, Evaluation of financial instruments (risk return trade-off), Characteristics of financial instruments, New financial instruments	



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**Elective Courses (EC)**

**Business Mathematics**

Sr. No.	Modules / Units	No. of lectures
<b>1</b>	<b>Ratio, Proportion and Percentage</b>	<b>15 Lectures</b>
	Ratio- Definition, Continued ratio, Inverse Ratio, Proportion - Continued proportion, Direct proportion, Inverse proportion, Variation - Inverse variation, Joint variation Percentage- Meaning and computation of percentage	
<b>2</b>	<b>Profit and Loss</b>	<b>15 Lectures</b>
	Terms and formulae, Trade discount, Cash discount, problems involving cost price, selling price, trade discount, cash discount. Introduction to Commission and brokerage – problems on commission and brokerage	
<b>3</b>	<b>Interest and Annuity</b>	<b>15 Lectures</b>
	Simple interest, compound interest, Equated monthly instalments, reducing balance and flat rate of interest Annuity immediate- present value and future value Stated annual rate and effective annual rate	
<b>4</b>	<b>Shares and Mutual Fund</b>	<b>15 Lectures</b>
	Shares- Concept, face value, market value, dividend, Equity shares, preference shares, bonus shares, Mutual Fund- Simple problems on calculation of net income after considering entry load, exit load, dividend, change in net asset value	



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## Business Communication - I

Sr. No.	Modules / Units	No. of lectures
1	Theories of Communication	10 Lectures
	<ul style="list-style-type: none"><li>• <b>Concept of Communication:</b> Meaning, Definition, Process, Need, Feedback Emergence of Communication as a key concept in the Corporate and Global world Impact of technological advancements on Communication</li><li>• <b>Channels and Objectives of Communication:</b> Channels Formal and Informal- Vertical, Horizontal, Diagonal, Grapevine</li><li>• <b>Objectives of Communication:</b> Information, Advice, Order and Instruction, Persuasion, Motivation, Education, Warning, and Boosting the Morale of Employees (A brief introduction to these objectives to be given)</li></ul> <p><b>Methods and Modes of Communication:</b> Methods: Verbal and Nonverbal, Characteristics of Verbal Communication Characteristics of Non-verbal Communication, Business Etiquette Modes: Facsimile Communication [Fax] Computers and E- communication <b>Whatsapp, Telegram app, Effective team spirit at workplace</b></p>	
2	Obstacles to Communication to Business World	10 Lectures
	<ul style="list-style-type: none"><li>• <b>Problems in Communication /Barriers to Communication:</b> Physical/ Semantic/Language / Socio-Cultural / Psychological / Barriers, Ways to Overcome these Barriers</li><li>• <b>Listening:</b> Importance of Listening Skills, Cultivating good Listening Skills – 4</li></ul> <p><b>Introduction to Business Ethics:</b> Concept and Interpretation, Importance of Business Ethics, Personal Integrity at the workplace, Business Ethics and media, Computer Ethics</p>	
3	Business Correspondence	12 Lectures



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	<ul style="list-style-type: none"><li>• <b>Theory of Business Letter Writing:</b> Parts, Structure, Layouts—Full Block, Modified Block, Semi - Block Principles of Effective Letter Writing, Principles of effective Email Writing,</li></ul> <p><b>Personnel Correspondence:</b>, Job Application Letter and Resume, Letter of Acceptance of Job Offer, Letter of Resignation [Letter of Appointment, Promotion and Termination, Letter of Recommendation (to be taught but not to be tested in the examination)]</p>	
4	Language and Writing Skills	13 Lectures
	<p><b>Commercial Terms used in Business Communication</b></p> <p><b>Paragraph Writing:</b> Developing an idea, using appropriate linking devices, etc Cohesion and Coherence, self-editing, etc [Interpretation of technical data, Composition on a given situation, a short informal report etc.]</p> <p><b>Activities</b></p> <ul style="list-style-type: none"><li>• Listening Comprehension</li><li>• Remedial Teaching</li><li>• Speaking Skills: Presenting a News Item, Dialogue and Speeches</li><li>• Paragraph Writing: Preparation of the first draft, Revision and Self – Editing, Rules of spelling.</li></ul> <p>Reading Comprehension: Analysis of texts from the fields of Commerce and Management</p>	



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**Skill Enhancement Courses (SEC)**

**Foundation Course - I**

sr. No.	Modules / Units	No. of lectures
1	<b>Overview of Indian Society</b>	<b>05 Lectures</b>
	<p><b>Overview of Indian Society:</b> Understand the multi-cultural diversity of Indian society through its demographic composition:</p> <p>Population distribution according to religion, caste, and gender; Understand regional variations according to rural, urban and tribal characteristics;</p> <p>Importance of education, infrastructure, plans, problems and need to improve educational standards;</p> <p>Skill Development - meaning, methods and benefits.</p>	
2	<b>Concept of Disparity- 1</b>	<b>10 Lectures</b>
	<p>Understand the concept of disparity as arising out of stratification and inequality; Explore the disparities arising out of gender with special reference to violence against women;</p> <p>Appreciate the inequalities faced by people with disabilities and understand the issues of people with physical and mental disabilities</p> <p>Steps initiated by legislature and executive to protect women's rights and life in India.</p>	
3	<b>Concept of Disparity-2</b>	<b>12 Lectures</b>
	<p><b>CONCEPT OF DISPARITY – 2:</b></p> <p>Examine inequalities manifested due to the caste system and inter-group conflicts arising thereof, Understand inter-group conflicts arising out of communalism; Examine the causes and effects of conflicts arising out of regionalism and linguistic differences.</p> <p>Practical projects or case studies.</p>	



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4	The Indian Constitution	18 Lectures
	<p><b>The Indian Constitution and the Political Processes:</b></p> <p>Philosophy of the Constitution as set out in the preamble; The structure of the Constitution-the Preamble, Main body and Schedules, Fundamental Duties of the Indian Citizen; tolerance, peace and communal harmony as crucial values in strengthening the social fabric of Indian society; Basic features of the Constitution. <b>The making of the Indian Constitution.</b> <b>Fundamental Rights of the citizen.</b> The party system in Indian politics, Local self-government in urban and rural areas; the 73rd and 74th Amendments and their implications for inclusive politics; Role and significance of women in politics.</p>	





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## Core Courses (CC)

### Business Environment

Sr. No.	Modules / Units	No. of lectures
1	Introduction to Business Environment	15 Lectures
	<p>.Business: Meaning, Definition, Nature &amp; Scope, Types of Business Organizations</p> <ul style="list-style-type: none"><li>• Business Environment: Meaning, Characteristics, Scope and Significance, Components of Business Environment</li><li>• Micro and Macro Environment: Definition, Differentiation, Analysis of Business Environment, SWOT Analysis.</li><li>• Introduction to Micro-Environment: - Internal Environment: Value system, Mission, Objectives, Organizational Structure, Organizational Resources, Company Image, Brand Equity - External Environment: Firm, customers, suppliers, distributors, Competitors, Society</li></ul> <p>Introduction to Macro Components: Demographic, Natural, Political, Social, Cultural, Economic, Technological, International and Legal)</p>	
2	Political and Legal environment	15 Lectures
	<ul style="list-style-type: none"><li>• Political Institutions: Legislature, Executive, Judiciary, Role of government in Business, Legal framework in India.</li><li>• Economic environment: economic system and economic policies. Concept of Capitalism, Socialism and Mixed Economy</li><li>• Impact of business on Private sector, Public sector and Joint sector</li><li>• Sun-rise sectors of India Economy. Challenges of Indian economy.</li></ul>	
3	Social and Cultural Environment, Technological environment and Competitive Environment	15 Lectures
	<p>Social and Cultural Environment: Nature, Impact of foreign culture on Business, Traditional Values and its Impact, Social Audit - Meaning and Importance of Corporate Governance and Social Responsibility of Business</p> <ul style="list-style-type: none"><li>• Technological environment: Features, impact of technology on Business</li><li>• Competitive Environment: Meaning, Michael Porter's Five Forces Analysis, Competitive Strategies</li></ul>	



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4	International Environment	15 Lectures
	<p>GATT/ WTO: Objective and Evolution of GATT, Uruguay round, GATT v/s WTO, Functions of WTO, Pros and Cons of WTO. - Globalization: Meaning, Nature and stages of Globalization, features of Globalization, Foreign Market entry strategies, LPG model. - MNCs: Definition, meaning, merits, demerits, MNCs in India - FDI: Meaning, FDI concepts and functions, Need for FDI in developing countries, Factors influencing FDI, FDI operations in India</p> <p><b>FOREIGN TRADE POLICY - Basic Framework - Directorate General of Foreign Trade (DGFT) - Directorate General of Trade Remedies (DGTR) - Subordinate offices (i) Directorate General of Commercial Intelligence and Statistics (DGCI&amp;S) - Pay and Accounts Office (Commerce &amp; Textiles) • BOARDS UNDER FTP Coffee Board Rubber Board Tea Board Tobacco Board Spices Board • The Marine Products Export Development Authority (MPEDA) • Agricultural and Processed Food Products Export Development Authority (APEDA) • Export Inspection Council of India (EIC) • Indian Institute of Foreign Trade (IIFT) • Indian Institute of Packaging (IIP) Challenges faced by International Business and Investment Opportunities for Indian Industry</b></p>	



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**Core Courses (CC)**  
**Business Economics - Paper I**

Sr. No.	Modules / Units	No. of lectures
1	<b>Introduction to Business Economics and Demand Analysis:</b>	<b>16 Lectures</b>
	<ul style="list-style-type: none"> <li>• Scope and Importance of Business Economics, <b>The basics of market demand, market supply and equilibrium price- shifts in the demand and supply curves and equilibrium</b></li> <li>• Meaning, significance, types and measurement of elasticity of demand (<b>Price, income cross and promotional</b>)- relationship between elasticity of demand and revenue concepts</li> <li>• <b>Demand estimation and forecasting:</b> Meaning and significance - methods of demand estimation: survey and statistical methods</li> </ul>	
2	<b>Supply and Production Decisions and Cost of Production</b>	<b>16 Lectures</b>
	<ul style="list-style-type: none"> <li>• <b>Production function:</b> short run analysis with Law of Variable Proportions- Production function with two variable inputs- isoquants, ridge lines and least cost combination of inputs- Long run production function and Laws of Returns to Scale - expansion path - Economies and diseconomies of Scale.</li> <li>• <b>Cost concepts:</b> Accounting cost and economic cost, implicit and explicit cost, Opportunity Cost fixed and variable cost - total, average and marginal cost - Cost Output Relationship in the Short Run and Long Run (<i>hypothetical numerical problems to be discussed</i>),</li> <li>• LAC and Learning curve Break even analysis (<i>with business applications</i>)</li> </ul>	
3	<b>Market structure</b>	<b>16 Lectures</b>
	<ul style="list-style-type: none"> <li>• <b>Revenue Concepts:</b> Revenue Structure under perfect competition and monopoly.</li> <li>• <b>Concept of Profit and Loss-</b> Normal profit, Supernormal Profit, Loss.</li> <li>• Short run and long run equilibrium of a competitive firm and of industry</li> <li>• <b>Perfect competition and Monopoly and Pricing and Output Decisions under Imperfect Competition</b></li> <li>• <b>Monopoly</b> - short run and long- run equilibrium of a firm under Monopoly</li> <li>• <b>Monopolistic competition:</b> Equilibrium of a firm under monopolistic competition, debate over role of advertising. (<i>topics to be taught using case studies from real life examples</i>)</li> </ul>	



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	<ul style="list-style-type: none"><li>• <b>Oligopolistic markets:</b> key attributes of oligopoly - Collusive and non-collusive oligopoly market - Price rigidity</li><li>• Cartels and price leadership models(<b>with practical examples</b>)</li></ul>	
4	<b>Pricing Practices</b>	<b>12 Lectures</b>
	<ul style="list-style-type: none"><li>• <b>Pricing Objectives</b></li><li>• <b>Cost oriented pricing methods:</b> cost – plus (full cost) pricing, marginal cost pricing, Mark up pricing, discriminating pricing, multiple – product pricing - transfer pricing</li><li>• (<b>case studies on how pricing methods are used in business world</b>)</li></ul>	



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## Semester II

No. of Courses	Semester II	Credits
<b>1</b>	<b><i>Elective Courses (EC)</i></b>	
1	Financial Accounting- II	<b>03</b>
2	Principles of Management	<b>03</b>
3	Business Statistics	<b>03</b>
<b>2</b>	<b><i>Ability Enhancement Courses (AEC)</i></b>	
<b>2A</b>	<b><i>Ability Enhancement Compulsory Course (AECC)</i></b>	
4	Business Communication -II	<b>03</b>
<b>2B</b>	<b><i>**Skill Enhancement Courses (SEC)</i></b>	
5	Foundation Course - II	<b>02</b>
<b>3</b>	<b><i>Core Courses (CC)</i></b>	
6	Environmental Studies	<b>03</b>
7	Computer Skills - I	<b>03</b>
<b>Total Credits</b>		<b>20</b>



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**Elective Courses (EC)**

**Financial Accounting -II**

Sr. No	Modules / Units	No. of lectures
1	<b>CORPORATE ACCOUNTING:</b>	<b>15 Lectures</b>
	<b>CORPORATE ACCOUNTING:</b> Capitalisation of reserves & issue of Bonus Shares Preparation of corporate financial statements in vertical form.	
2	<b>Valuation of Goodwill and Valuation of Shares</b>	<b>15 Lectures</b>
	<b>Valuation of Goodwill</b> Maintainable profit method , Super Profit Method capitalization method , Annuity method <b>Valuation of Shares</b> Intrinsic Value method ,Yield Method and Fair Value Method.	
3	<b>Redemption of Preference Shares</b>	<b>15 Lectures</b>
	<b>Redemption of Preference Shares</b> Company Law/ Legal Provisions for Redemption. Sources of redemption, including divisible profit and proceeds of fresh issue. Premium on redemption from security premium and profits of the company	
4	<b>Indian Accounting Standards</b>	<b>15 Lectures</b>
	<b>Indian Accounting Standards</b> AS, GAAP & their impact on Income Statement & B/S. Latest Development: Computerization of accounting & accounting	



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**Elective Courses (EC)**  
**Principles of Management**

Sr. No.	Modules / Units	No. of lectures
1	Introduction to Management	15 Lectures
	<ul style="list-style-type: none"><li>Nature and process of management,</li><li>basic management roles and skills,</li><li>nature of managerial work,</li><li>approaches to management, classical behavioural, systems and contingency approaches</li><li>contemporary issues and challenges</li><li><b>Managerial Grid</b></li><li><b>Management: Science, Art or Profession</b></li></ul>	
2	Planning and Decision making	15 Lectures
	<ul style="list-style-type: none"><li><b>Planning:</b> Meaning, Importance, Elements, Process, Limitations and MBO.</li><li><b>Decision Making:</b> Meaning, Importance, Process, Techniques of Decision Making.</li></ul>	<ul style="list-style-type: none"><li></li></ul>
3	Organizing	15 Lectures
	<ul style="list-style-type: none"><li><b>Organizing:</b> Concepts, Structure (Formal &amp; Informal, Line &amp; Staff, functional, committee and Matrix), Meaning, Advantages and Limitations</li><li><b>Departmentation:</b> Meaning, Basis and Significance</li><li><b>Span of Control:</b> Meaning, Graicunas Theory, Factors affecting span of Control, Centralization vs. Decentralization.</li><li><b>Delegation:</b> Authority &amp; Responsibility relationship</li><li><b>Reengineering of an organization</b></li></ul>	
4	Directing, Leadership, Coordination and Controlling	15 Lectures
	<ul style="list-style-type: none"><li><b>Directing:</b> Meaning and Process</li><li><b>Leadership:</b> Meaning, Styles and Qualities of Good Leader</li><li><b>Coordination</b> as an Essence of Management</li><li><b>Controlling:</b> Meaning, Process and Techniques, prerequisites of Effective control system, Resistance to control</li><li><b>Recent Trends:</b> Green Management and CSR</li></ul>	<ul style="list-style-type: none"><li></li></ul>



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**Elective Courses (EC)**

**Business Statistics**

Sr.No	Modules / Units	No. of lectures
<b>1</b>	<b>Population and sample</b>	<b>12 Lectures</b>
	Definition of statistics, scope of statistics in Management and financial markets, Concept of population and sample with illustration Methods of sampling- SRSWR, SRSWOR, stratified, systematic (description of sampling procedures only) Data condensation and graphical methods: Raw data, attributes and variables, classification, frequency distribution, cumulative frequency distribution Graphs- Histogram and frequency polygon Diagrams- Multiple bar, pie, subdivided bar	
<b>2</b>	<b>Measures of Central tendency</b>	<b>12 Lectures</b>
	Criteria for good measures of central tendency, arithmetic mean, median mode for grouped and ungrouped data, combined mean	
<b>3</b>	<b>Measures of Dispersion</b>	<b>12 Lectures</b>
	Concept of dispersion, absolute and relative measures of dispersion, range variance, standard deviation, coefficient of variation, quartile deviation, coefficient of quartile deviation	
<b>4</b>	<b>Correlation and regression (for ungrouped data)</b>	<b>12 Lectures</b>
	Concept of correlation, positive and negative correlation, Karl Pearson's Coefficient of Correlation, meaning of regression, two regression equations, Regression coefficients and properties	
<b>5</b>	<b>Linear Programming Problems</b>	<b>12 Lectures</b>
	Meaning of LPP, Formulation of LPP, solution by graphical methods, problems relating to two variables only	





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## Ability Enhancement Courses (AEC)

### Business Communication - II

Sr. No	Modules / Units	No. of lectures
1	<b>Presentation Skills</b>	<b>10 Lectures</b>
	<p><b>Presentations:</b> How to make a Power-Point Presentation <b>Social media profiling</b> <b>Negotiation</b></p>	
2	<b>Group Communication</b>	<b>15 Lectures</b>
	<p><b>Interviews:</b> Group Discussion Preparing for an Interview, Types of Interviews – Selection, Appraisal, Grievance, Exit</p> <p><b>Meetings:</b> Need and Importance of Meetings, Conduct of Meeting and Group Dynamics Role of the Chairperson, Role of the Participants, Drafting of Notice, Agenda and Resolutions</p> <p><b>Conference:</b> Meaning and Importance of Conference Organizing a Conference Modern Methods: Video and Tele – Conferencing , <b>Platforms of Communication – Microsoft Teams, Google Meet, Zoom</b></p> <p><b>Public Relations:</b> Meaning, Functions of PR Department, External and Internal Measures of PR</p>	
3	<b>Business Correspondence</b>	<b>10 Lectures</b>
	<p><b>Trade Letters:</b> Order, Credit and Status Enquiry, Collection (just a brief introduction to be given)</p> <p><b>Only following to be taught in detail:-</b> Letters of Inquiry, Letters of Complaints, Claims, Adjustments Sales Letters, promotional leaflets and fliers Consumer Grievance Letters, Letters under Right to Information (RTI) Act [Teachers must provide the students with theoretical constructs wherever necessary in order to create awareness. However students should not be tested on the theory.]</p>	
4	<b>Language and Writing Skills</b>	<b>10 Lectures</b>
	<p><b>Reports:</b> Parts, Types, Feasibility Reports, Investigative Reports</p> <p><b>Summarisation:</b> Identification of main and supporting/sub points Presenting these in a cohesive manner</p>	



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**Skill Enhancement Courses (SEC)**

**Foundation Course – II**

Sr. No	Modules / Units	No. of lectures
1	<b>Globalisation and Indian Society</b>	<b>07 Lectures</b>
	<b><u>Globalization and Indian Society:</u></b>  Understanding the concepts of liberalization, privatization and globalization: Growth of information technology and communication and its impact manifested in everyday life; Impact of globalization on industry: changes in employment and increasing migration; Changes in agrarian sector due to globalization; Rise in corporate farming and increase in farmer's suicides.  <b>Project work on positive and negative impact of globalization</b>	
2	<b>Human Rights</b>	<b>08 Lectures</b>
	<b><u>Human Rights:</u></b>  Concept of Human Rights; Origin and evolution of the concept; The Universal Declaration of Human Rights;	
3	<b>Ecology</b>	<b>12 Lectures</b>
	<b><u>Ecology:</u></b>  Importance of Environment Studies in the current developmental context; Understanding concepts of Environment, Ecology and their interconnectedness; Environment as natural capital and connection to quality of human life Environmental Degradation - causes and impact on human life; Sustainable development - concept and components; poverty and environment.  <b>Poverty and environment : Theory &amp; Project Work</b>	



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4	Understanding and Managing Stress & Conflict	18 Lectures
	<p><b>Understanding and Managing Stress &amp; Conflict:</b></p> <p>Causes of stress and conflict in individuals and society; Agents of socialization and the role played by them in developing the individual; Significance of values, ethics and prejudices in developing the individual; Stereotyping and prejudice as significant factors in causing conflicts in society. Aggression and violence as the public expression of conflict.</p> <p>Types of conflicts and use of coping mechanism for managing individual stress; Maslow's theory of self-actualization;</p> <p>Different methods of responding to conflicts in society; Conflict-resolution and efforts towards building peace and harmony in society.</p>	



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**Core Courses (CC)**  
**Environmental Studies**

Sr. No	Modules / Units	No. of lectures
1	<b>Environment : An overview</b>	<b>15 Lectures</b>
	1.1 Environment- structure, components and typology. 1.2 Biodiversity- Classification, value, threats to biodiversity, Biodiversity loss, solution to Threats to Bio- Diversity, Ecosystem service value.	
2	<b>Natural Resources</b>	<b>15 Lectures</b>
	2.1 Definition, importance and classification of natural resources 2.2 Water Resources – Water Cycle, Global Distribution of water resource, importance, Issues Related to water resource, measures to conserve water, rain water harvesting. 2.3 Forest Resources - utilization/ importance of forests, deforestation, cause, effect of deforestation, measure of conserve forests. 2.4 Soil Resources – importance, threats, measures to conserve soil. 2.5 Energy Resources – Source of energy, measures to conserve energy. 2.6 Issues associated with natural resources	
3	<b>Environment and Economic Activities</b>	<b>15 Lectures</b>
	3.1 Economic activities-nature and pattern- (primary, secondary and tertiary sectors) 3.2 Environmental problems associated with economic activities( primary ,secondary and tertiary sectors) 3.3 Case studies with reference to India	
4	<b>Environment Management</b>	<b>15 Lectures</b>
	4.1 Environment management- Concept, need and relevance of environmental education. 4.2 Environmental Impact Assessment Aims and objectives of EIA, Role and perspectives of EIA. 4.3 Environmental audit – Features, objectives, Environmental Auditing Process, Types of Environmental audit. 4.4 Role of technology in Environment Management- ENVIS, GIS, GPS, Remote sensing as tools	



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**Core Courses (CC)**

**Computer skills -1**

Sr. No	Modules / Units	No. of lectures
1	<b>Computer Hardware</b>	<b>10 Lectures</b>
	Personal Computers- identification/demonstration of different storage Devices like CD and CD drive, hard disk- HDD, storing and retrieving data from various storage devices, identification of various input and output devices. Primary memory, RAM and ROM- Processor- CPU, it's speed- machine cycle, ports, computer buses, Different types of printers. Introduction to trouble shooting of personal computers.	
2	<b>Windows</b>	<b>10 Lectures</b>
	Introduction, features, various versions of windows, My computer, my documents, recycle bin, network neighbourhood, start menu, taskbar, file and folder operation (creating, copying, moving, deleting), system tools, creating shortcuts,	
3	<b>Internet</b>	<b>10 Lectures</b>
	What is internet, most popular internet services , functions of internet like email, WW, FTP, usenet, Instant messaging, internet telephony, using address book, working with task list, scheduling appointments, reminders, events	
4	<b>Word – 2013</b>	<b>15 Lectures</b>
	Getting started, The Word window, New documents, Document navigation, Editing text, Working with text, Undo and Redo commands, Cut, copy, and paste, Find and replace Text formatting, Character formatting, Tab settings, Paragraph formatting, Paragraph spacing and indents Tables, Creating tables, Working with table content, Changing the table structure Page layout, Headers and footers, Page setup Graphics, Adding graphics and clip art, Working with graphics Proofing, printing, and exporting, Spelling and grammar, AutoCorrect. <b><i>Sharing and Protecting Workbooks, Add an Excel Table to a Word Document</i></b>	



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5	Excel- 2013	15 Lectures
	Fundamentals of Excel, Cut, Copy, Insert, Delete, Paste Special, Custom Formatting , Undo, Redo, Excel Formulas – Basic, Useful functions and Paste Function, Calc, Comments, Drawing toolbar, Edit, Replace, Delete, Clear, Essential Printing, Data Sorting, Hiding, AutoFormats, Protection, Basic Charts, Basic Formatting, If Function	

**Reference Books**

Reference Books
<b>Financial Accounting - I</b>
<ul style="list-style-type: none"> <li>• <i>Introduction to Accountancy by T.S. Grewal, S. Chand and Company (P) Ltd., New Delhi</i></li> <li>• <i>Advance Accounts by Shukla and Grewal, S. Chand and Company (P) Ltd., New Delhi</i></li> <li>• <i>Advanced Accountancy by R.L Gupta and M. Radhaswamy, S. Chand and Company (P) Ltd., New Delhi</i></li> <li>• <i>Modern Accountancy by Mukherjee and Hanif, Tata Mc. Grow Hill and Co. Ltd., Mumbai</i></li> <li>• <i>Financial Accounting by LesileChandwichk, Pentice Hall of India Adin Bakley (P) Ltd., New Delhi</i></li> <li>• <i>Financial Accounting for Management by Dr. Dinesh Harsalekar, Multi-Tech. Publishing Co. Ltd., Mumbai</i></li> <li>• <i>Financial Accounting by P.C. Tulsian, Pearson Publications, New Delhi</i></li> <li>• <i>Accounting Principles by R.N. Anthony and J.S. Reece, Richard Irwin, Inc</i></li> <li>• <i>Financial Accounting by Monga, J.R. Ahuja, Girish Ahuja and Ashok Shehgal, Mayur Paper Back, Noida</i></li> <li>• <i>Compendium of Statement and Standard of Accounting, ICAI</i></li> <li>• <i>Indian Accounting Standards, Ashish Bhattacharya, Tata Mc. Grow Hill and Co. Ltd., Mumbai</i></li> <li>• <i>Financial Accounting by Williams, Tata Mc. Grow Hill and Co. Ltd., Mumbai</i></li> <li>• <i>Company Accounting Standards by ShrinivasanAnand, Taxman, New Delhi</i></li> <li>• <i>Financial Accounting by V. Rajasekaran, Pearson Publications, New Delhi</i></li> <li>• <i>Introduction to Financial Accounting by Horngren, Pearson Publications, New Delhi</i></li> <li>• <i>Financial Accounting by M. Mukherjee and M. Hanif, Tata McGraw Hill Education Pvt. Ltd., New Delhi</i></li> <li>• <i>Financial Accounting a Managerial Perspective, Varadraj B. Bapat, MehulRaithatha, Tata McGraw Hill Education Pvt. Ltd., New Delhi</i></li> </ul>
<b>Introduction to Financial Systems</b>
<ul style="list-style-type: none"> <li>• <i>Gordon E. &amp; Natarajan K. Financial Markets &amp; Services, Himalaya Publishing House.</i></li> <li>• <i>Indian Financial System, Machiraju.R.H, Vikas Publishing House.</i></li> <li>• <i>Indian Financial System, Khan M.Y Tata Mcgraw Hill.</i></li> <li>• <i>Financial Institutions and Markets, BholeL.M, TataMcgraw Hill.</i></li> <li>• <i>The Indian Financial System, Desai, Vasantha Himalaya Publishing House.</i></li> </ul>





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### Business Mathematics

- *Business Mathematics*, D.C. Sancheti, V.K. Kapoor, Sultan Chand
- *Business Mathematics*, J.K. Singh, 2009, Himalaya Publishing House.
- *Mathematics for Business and Economics*, J.D. Gupta, P.K. Gupta, Man Mohan, Tata McGrawHill
- *Mathematics of Finance 2nd Edition* Schaum's Tata McGrawHill
- *Business Mathematics* by Dr. Amarnath Dikshit & Dr. Jinendra Kumar Jain.
- *Business Mathematics* by Bari – New Literature publishing company, Mumbai
- *Mathematics for Economics and Business*, RS Bhardwaj, 2010, Excel Books
- *Business Mathematics*, Zameerudin, Qazi, V.K. Khanna & S.K. Bhambri, Vikas Publishing House

### Business Communication - I

- Agarwal, Anju D (1989) *A Practical Handbook for Consumers*, IBH.
- Alien, R.K. (1970) *Organisational Management through Communication*.
- Ashley, A (1992) *A Handbook Of Commercial Correspondence*, Oxford University Press.
- Aswalthapa, K (1991) *Organisational Behaviour*, Himalayan Publication, Mumbai.
- Atreya N and Guha (1994) *Effective Credit Management*, MMC School of Management, Mum
- Bahl, J.C. and Nagamia, S.M. (1974) *Modern Business Correspondence and Minute Writing*.
- Balan, K.R. and Rayudu C.S. (1996) *Effective Communication*, Beacon New Delhi.
- Bangh, LSue, Fryar, Maridell and Thomas David A. (1998) *How to Write First Class Business Correspondence*, N.T.C. Publishing Group USA.
- Banerjee, Bani P (2005) *Foundation of Ethics in Mangement* Excel Books 10. *Businessworld Special Collector's Issue: Ethics and the Manager*
- Barkar, Alan (1993) *Making Meetings Work*, Sterling Publications Pvt. Ltd., New Delhi.
- Basu, C.R. (1998) *Business Organisation and Management*, T.M.H. New Delhi.
- Benjamin, James (1993) *Business and Professional Communication Concepts and Practices*, Harper Collins College Publishers, New York.
- Bhargava and Bhargava (1971) *Company Notices, Meetings and Regulations*
- Black, Sam (1972) *Practical Public Relations*, E.L.B.S. London.
- Bovee Courtland, L and Thrill, John V (1989) *Business Communication*, Today McGraw Hill, New York, Taxman Publication.
- Burton, G and Thakur, (1995) *Management Today- Principles and Practices*. T.M.H., New Delhi.
- Darrow, Richard, Forrstal, Dan and Coolman, Aubrey (1967) *Public Relations Handbook*, The Dartwell Co., Chicago.
- Dayal, Ishwar (1981) *Managing Large Organizations: A Comparative Study*.
- Drucher, P.F. (1970) *Technology, Management and Society*, Pan Books London.
- Drucher, P.F. (1974) *Management Responsibilities Practices*, Heinemann, London. 22. Eyre, E.C. (1985) *Effective Communication Made Simple*, Rupa and Co. Calcutta.
- Ecouse Barry, (1999), *Competitive Communication: A Rhetoric for Modern Business*, OUP.
- Fisher Dalmar, (1999), *Communication in Organisation*, Jaico Pub House, Mumbai, Delhi.
- Frailley, L.E. (1982) *Handbook of Business Letters*, Revised Edn. Prentice Hall Inc.
- French, Astrid (1993) *Interpersonal Skills*. Sterling Publishers, New delhi.
- Garlside, L.E. (1980) *Modern Business Correspondence*, McDonald and Evans Ltd. Plymouth.
- Ghanekar, A (1996) *Communication Skills for Effective Management*. Everest Publishing House, Pune.
- Graves, Harold F. (1965) *Report Writing*, Prentice Hall, New Jersey.



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- Gupta, Anand Das (2010) *Ethics, Business and Society: Managing Responsibly Response Books 32*. Gupta, Dipankar (2006) *Ethics Incorporated: Top Priority and Bottom Line Response Books*
- Krevolin, Nathan (1983) *Communication Systems and Procedures for Modern Office*, Prentice Hall, New Jersey.
- Lesikar, Raymond V and Petit, John D. (1994) *Business Communication: Theory and Application*, Richard D. Irwin Inc. Illinois.
- Ludlow, Ron. (1995) *The Essence of Effective Communication*, Prentice, New Delhi.
- 36.M. Ashraf, Rizvi (2006) *Effective Technical Communication* Tata McGrawHill
- Martson, John E. 1963) *The Nature of Public Relations*, McGraw Hill, New Delhi.
- Majumdar, P.K. (1992) *Commentary on the Consumer protection Act*, Prentice, New Delhi.
- McQuail, Denis (1975), *Communication*, Longman.

- Merrihue, William (1960) *Managing by Communication*, McGraw Hill, New York. 41. Mishra Rajiv K (2006) *Code of Conduct for Managers* Rupa Company
- Monippalli, M.M. (1997), *The Craft of Business Letter Writing*, T.M.H. New Delhi.
- Montagu, A and Matson, Floyd (1979) *The Human Connection*, McGraw Hill, New York.
- Murphy, Herta and Hilde Brandt, Herbert W (1984) *Effective Business Communication*, McGraw Hill, New York.
- Parry, John (1968) *The Psychology of Human Communication*.
- Parson, C.J. and Hughes (1970) *Written Communication for Business Students*, Great Britain.
- Peterson, Robert A and Ferrell, O.C (2005) *Business Ethics: New Challenges for Business Schools and Corporate Leaders* Prentice Hall of India Pvt., Ltd
- Phillip, Louis V. (1975) *Organisational Communication- The Effective Management*, Columbus Grid Inc
- *Business Communication* by J.K. Sinha, Galgotia Publishing House, Delhi
- *Effective Communication in Business* by Wolf and Warner, Southern Western Publications Cine Innali, U.S.A.
- *Today's Business Letter Writing* by Avett Elizabeth Maynard, Prentice Hall, New Delhi

#### **Foundation Course - Commercial Environment – I**

- *Social and Economic Problems in India*, Naseem Azad, R Gupta Pub (2011)
- *Indian Society and Culture*, Vinita Padey, Rawat Pub (2016)
- *Social Problems in India*, Ram Ahuja, Rawat Pub (2014)
- *Faces of Feminine in Ancient, medieval and Modern India*, Mandakranta Bose Oxford University Press
- *National Human rights commission- disability Manual*
- *Rural, Urban Migration : Trends, challenges & Strategies*, S Rajagopalan, ICFAI- 2012
- *Regional Inequities in India* Bhat L SSSRD- New Delhi
- *Urbanisation in India: Challenges, Opportunities & the way forward*, I J Ahluwalia, Ravi Kanbur, P K Mohanty, SAGE Pub (2014)
- *The Constitution of India*, P M Bakshi 2011
- *The Problems of Linguistic States in India*, Krishna Kodesia Sterling Pub
- *Politics in India: structure, Process and Policy* Subrata Mitra, Routledge Pub
- *Politics in India*, Rajani Kothari, Orient Blackswan
- *Problems of Communalism in India*, Ravindra Kumar Mittal Pub
- *Combating communalism in India: Key to National Integration*, KawalKishor Bhardwaj, Mittal Pub





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### Business Environment

- *Business Environment Text and Cases by M.B. Shukla, Taxman Publications, New Delhi*
- *Global Economy and Business Environment by Francis Cherunilam, Himalaya Publication House, Mumbai*
- *Business Environment: Text and Cases by Francis Cherunilam, Himalaya Publication House, Mumbai*
- *Indian Economy by Dutt and Sundaram, S. Chand and Company Pvt. Ltd., New Delhi*
- *Essentials of Business Environment by K. Aswathappa, Himalaya Publication House, Mumbai*
- *Business Environment by Justin Paul, Tata McGraw Hill Education Pvt. Ltd., New Delhi*
- *Indian Economy by Misra and Puri, Himalaya Publishing House, Mumbai*
- *Entrepreneurial Development by S.S. Khanka, S. Chand and Company Pvt. Ltd., New Delhi*
- *Dynamics of Entrepreneurship by Vasanta Desai, Himalaya Publishing House, Mumbai*
- *Entrepreneurship and Small Development Business Management by C.B. Gupta and S.S. Khanka, Sultan Chand and Sons, New Delhi*
- *Entrepreneurship by David H. Holt, PHI Learning Pvt. Ltd., New Delhi*
- *Management of Small-Scale Industries by Vasant Desai, Himalaya Publishing House, Mumbai*
- *Business and Government by Francis Cherunilam, Himalaya Publishing House, Mumbai*
- *Corporate Governance in India by Jayati Sarkar and Subrata Sarkar, Sage Publications, New Delhi*
- *Corporate Governance: Principles, Policies and Practices by A.C. Fernando, Pearson Education India, New Delhi*

### Business Economics - Paper I

- *Mehta, P.L.: Managerial Economics – Analysis, Problem and Cases (S. Chand & Sons, N. Delhi, 2000)*
- *Hirchey .M., Managerial Economics, Thomson South western (2003)*
- *Salvatore, D.: Managerial Economics in a global economy (Thomson South Western Singapore, 2001)*
- *Frank Robert.H, Bernanke. Ben S., Principles of Economics (Tata McGraw Hill (ed.3)*
- *Gregory Mankiw., Principles of Economics, Thomson South western (2002 reprint)*
- *Samuelson & Nordhas.: Economics (Tata McGraw Hills, New Delhi, 2002)*
- *Pal Sumitra, Managerial Economics cases and concepts (Macmillan, New Delhi, 2004)*



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**Reference Books**

Reference Books		
<b>Financial Accounting - II</b>		
<ul style="list-style-type: none"> <li>• <i>Introduction to Accountancy by T.S. Grewal, S. Chand and Company (P) Ltd., New Delhi</i></li> <li>• <i>Advance Accounts by Shukla and Grewal, S. Chand and Company (P) Ltd., New Delhi</i></li> <li>• <i>Advanced Accountancy by R.L Gupta and M. Radhaswamy, S. Chand and Company (P) Ltd., New Delhi</i></li> <li>• <i>Modern Accountancy by Mukherjee and Hanif, Tata Mc. Grow Hill and Co. Ltd., Mumbai</i></li> <li>• <i>Financial Accounting by LesileChandwichk, Pentice Hall of India Adin Bakley (P) Ltd., New Delhi</i></li> <li>• <i>Financial Accounting for Management by Dr. Dinesh Harsalekar, Multi-Tech. Publishing Co. Ltd., Mumbai</i></li> <li>• <i>Financial Accounting by P.C. Tulsian, Pearson Publications, New Delhi</i></li> <li>• <i>Accounting Principles by R.N. Anthony and J.S. Reece, Richard Irwin, Inc</i></li> <li>• <i>Financial Accounting by Monga, J.R. Ahuja, Girish Ahuja and Ashok Shehgal, Mayur Paper Back, Noida</i></li> <li>• <i>Financial Accounting by Williams, Tata Mc. Grow Hill and Co. Ltd., Mumbai</i></li> <li>• <i>Financial Accounting by V. Rajasekaran, Pearson Publications, New Delhi</i></li> <li>• <i>Introduction to Financial Accounting by Horngren, Pearson Publications, New Delhi</i></li> <li>• <i>Financial Accounting by M. Mukherjee and M. Hanif, Tata McGraw Hill Education Pvt. Ltd., New Delhi</i></li> <li>• <i>Financial Accounting a Managerial Perspective, Varadraj B. Bapat, MehulRaithatha, Tata McGraw Hill Education Pvt. Ltd., New Delhi</i></li> </ul>		
<b>Principles of Management</b>		
Title	Authors	Publishers
Principle of Management	Kale - Ahmed	Vipul
Principles of Management	T. Ramaswamy	Himalaya
Management:A Global Perspective	Heinz Weirich Harold Koontz	Tata McGraw Hill
Management principles processes & practices	Anil Bhat Arya Kumar	Oxford University Press
Principles & Practice of Management	L.M.Prasad	Sultan Chand & Sons
Total Quality Management - an integrated approach	Shailendra Nigam	Excel



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Total Quality Management	Joel E Ross	CRC Press
Total Quality Management	Besterfield Urdhwareshe	Pearson
<ul style="list-style-type: none"> <li>Principles of Management - P.C. Tripathi&amp; P.N. Reddy.</li> <li>Essentials of Management - Weihrich and Koontz.</li> <li>Principles of Management - L.M. Prasad</li> <li>Principles of Management - DinkarPagare</li> <li>Business Management - C.B. Gupta</li> <li>Business Management - N. Premavathy</li> <li>Principles of Management - J. Jayasankar</li> </ul>		
<b>Business Statistics</b>		
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<b>Business Communication - II</b>		
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- *Economics of development – Dwight Perkins, Steven Radelet, David Lindauer, Norton company (2006)*
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- *Globalisation and development of backward areas – Edited by G. Satyanarayana New Century Pub. (2007)*
- *Contemporary issues in globalisation – An introduction to theory and policy in India SoumyenSikder , Oxford University Press (2002)*
- *Environmental Studies – Dr. Vijay Kumar Tiwari , Himalayan Pub. (2010)*
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- *Universal Human Rights : In theory and practice, Jack Donnelly, (2014)*
- *Stress Management – Dr. N. Tejmani Singh ,Maxford books (2011)*
- *Stress blasters – Brian Chchester, Perry Garfinkel and others , Rodale Press (1997)*

#### **Environmental Science**

- *Environmental Geography, Singh, Savindra,PrayagPustakBhavan,*
- *Environmental Geography, GautamAlka,ShardaPustakBhavan, Allahabad,*
- *Environmental Management, Dr Swapan C Deb- Jaico*
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#### **Computer Skills - I**

- *Fundamentals of Computers- Rajaram V- Prentice Hall*
- *Computers Today- Sanders, Donald- Mc Graw Hill*
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- *Computers in Business- Saners D Mc Graw hills*
- *Woody Leonhard, using Microsoft Office , Pearson*
- *PCSoftware Made Simple-R.K.Taxali*
- *Office 2013 complete reference - Stephen L.Nelson*
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- *Mastering Office 2013 - GimiCouster*
- *Rajkamal, Internet and web Technologies, Tata McGraw Hill (2013)*





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## Scheme of Evaluation

The performance of the learners will be evaluated in two Components. One component will be the Internal Assessment component carrying 40% marks and the second component will be the Semester-wise End Examination component carrying 60% marks. The allocation of marks for the Internal Assessment and Semester End Examinations will be as shown below:-

**A) Internal Assessment: 40 %**

### **Question Paper Pattern**

**(Internal Assessment- Courses without Practical Courses)**

Sr. No.	Particular	Marks
1	<b>One class test (20 Marks)</b>	
	Match the Column/ Fill in the Blanks/ Multiple Choice Questions <b>(1 Mark each)</b>	08 Marks
	Answer in Brief (Attempt Any Three of the Five) <b>(04 Marks each)</b>	12 Marks
02	One case study / project based on curriculum to be assessed by the teacher concerned	10 Marks
03	Presentation/ Viva / Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic activities	10 Marks



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**Question Paper Pattern**  
**(Internal Assessment- Courses with Practical Courses)**

Sr. No.	Particular	Marks
1	<b>Semester End Practical Examination (20 Marks)</b>	
	Journal	05 Marks
	Viva	05 Marks
	Laboratory Work	10 Marks
02	One case study / project based on curriculum to be assessed by the teacher concerned	10 Marks
03	Presentation / Viva / Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic activities	10 Marks



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**B) Semester End Examination: 60 %**

- i) Duration: The examination shall be of 2 Hours duration
- ii) Theory question paper pattern
  - There shall be five questions each of 12 marks.
  - All questions shall be compulsory with internal choice within the questions.
  - Question may be subdivided into sub-questions a, b, c... and the allocation of marks depends on the weightage of the topic.

**(Detail question paper pattern has been given separately)**

**Passing Standard**

The learners to pass a course shall have to obtain a minimum of 40% marks in aggregate for each course where the course consists of Internal Assessment and Semester End Examination. The learners shall obtain minimum of 40% marks (i.e. 16 out of 40) in the Internal Assessment and 40% marks in Semester End Examination (i.e. 24 Out of 60) separately, to pass a particular semester A learner will be said to have passed the course if the learner passes the Internal Assessment and Semester End Examination together.





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**Question Paper Pattern**  
**(Practical Courses)**

Maximum Marks: 60

Questions to be set: 03

Duration: 2 Hrs.

All Questions are Compulsory Carrying 12 Marks each.

Question No	Particular	Marks
Q-1	Objective Questions A) Sub Questions to be asked 10 and to be answered any 06 B) Sub Questions to be asked 10 and to be answered any 06 (*Multiple choice / True or False / Match the columns/Fill in the blanks)	12 Marks
Q-2	Full Length Practical Question <b>OR</b>	12 Marks
Q-2	Full Length Practical Question	12 Marks
Q-3	Full Length Practical Question <b>OR</b>	12 Marks
Q-3	Full Length Practical Question	12 Marks
Q-4	Full Length Practical Question <b>OR</b>	12 Marks
Q-4	Full Length Practical Question	12 Marks
Q-5	A) Theory questions B) Theory questions <b>OR</b>	06 Marks 06 Marks
Q-5	Short Notes To be asked 05 To be answered 03	12 Marks

**Note:**

**Practical question of 12 marks may be divided into two sub questions of 6/6 and 4/4/4 Marks. If the topic demands, instead of practical questions, appropriate theory question may be asked.**